



Solicitation Information
24 Jan 05

RFP # B04727

TITLE: Prescription Drug Discount Plan for the Uninsured.

Submission Deadline: 18 Feb 05 @ 2:00 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 7 Feb 05 Time: 2:30 PM Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **7 Feb 05 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Departments of Elderly Affairs and Human Services are soliciting proposals from qualified firms to provide a prescription drug discount program for uninsured persons who are residents of the State of Rhode Island between nineteen (19) and sixty-five (65) years of age, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, available at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- **Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.**
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- The Offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND:

1. In July 2004 the General Assembly enacted an act relating to Prescription Drug Discount for the Uninsured. Section 1. Title 42 of the General Laws entitled "State of Affairs and Government" is hereby amended by adding thereto the following chapter: CHAPTER 66.2.1 PRESCRIPTION DRUG DISCOUNT PROGRAM FOR THE UNINSURED. This act shall be called the "Rhode Island Prescription Drug Discount Program for the Uninsured." The Act further specifies that the program is to be implemented on or before March 15th, 2005.
2. The Departments of Elderly Affairs and Human Services are seeking proposals from qualified offerors to develop, implement and administer a prescription discount card program for the uninsured of Rhode Island.
3. The Department of Elderly Affairs shall be responsible for the administration of this program.

GENERAL PURPOSE:

1. To address concerns regarding access to prescription drugs coverage for adults between the ages of nineteen (19) and sixty-five (65) without prescription drug coverage in the State of Rhode Island.
2. To provide a comprehensive network of retail pharmacies while obtaining the maximum discount available on prescription drugs. All items and services that comprise the prescription discount card program will be available to all persons who are residents of RI and who are between the ages of nineteen (19) and sixty-five (65) years of age and have an annual family income at or below two-hundred percent (200%) of the federal poverty level, and are uninsured for prescription drugs. See attached copy of the Act for further details. (Attachment A)

RESULTS:

1. The primary goal of the program is to provide eligible persons, with a means of purchasing prescription drugs at the lowest possible out of pocket expense. In order to meet that objective, the contractor must implement and manage the discount card program so that it is meaningful, beneficial and simple to use for both eligible persons and participating pharmacies.
2. The discount card program should be designed so that, at a minimum, eligible persons find that the program;
 - a. Is simple to use
 - b. Is valuable (i.e., provides a distinct financial benefit to the consumer)
 - c. Is accepted at many, if not all, RI pharmacies
 - d. Offers simple recognition of program eligible persons at pharmacies
 - e. Has a readily accessible and uncomplicated application process
 - f. Offers an option to use a mail-order prescription service
 - g. Provides timely and accurate pricing information
 - h. Protects medical information and prescription drug histories

Member Eligibility, Enrollment and Enrollment Fee (\$30 per person)

1. Persons who are residents of the state of RI between nineteen (19) and sixty-five (65) years of age and have an annual family income at or below two hundred percent (200%) of the federal poverty level, and are uninsured for prescription drugs shall be eligible for the prescription drug discount offered.
2. Persons eligible shall not include an individual who is eligible, or has been eligible for the four (4) months prior to the application for the drug discount program offered, for outpatient prescription drug coverage under a health benefits program paid for in whole or in part by an employer, Medicaid, or another state or federal health plan or pharmaceutical program that uses the state or federal funds to pay part or all of the individual's prescription drug costs.
3. The successful contractor will significantly promote the program and actively solicit applications from potentially eligible persons and then conduct the eligibility screening and determination for the applications received.
4. The application will be simple and will require documentation of age, residency and income .
5. An annual nonrefundable enrollment fee of up to \$30 per person may be charged by the Discount Card sponsor; no other consumer fees are permitted.

CONTRACT TERM

The term of any award resulting from this Request for Proposals shall be three (3) years from the date of final award and execution of contract. The State reserves the right to extend the term by a maximum of two (2) years in twelve-month increments, at its exclusive option. The State reserves the right to terminate this contract, or any portion of it, by serving written notice of termination. The notice shall state whether the termination is for convenience of the State or for default of contractor.

SINGLE or MULTIPLE AWARD

The State intends to make a single award as a result of this Request for Proposals.

SECTION 3 - SCOPE OF WORK

GENERAL DESCRIPTION:

The primary objective for the selected contractor will be to design and operate the program in compliance with the Department of Elderly Affairs direction so that the objectives are met in compliance with all statutes and regulations. The contractor must also provide the Department of Elderly Affairs with certain administrative reports and other information. To accomplish these objectives, the contractor must:

1. Implementation on or before March 15th, 2005
2. Accept applications and determine eligibility for the discount program
3. Design and produce eligibility cards
4. Distribute cards to all eligible persons who apply and are determined to be eligible, and distribute appropriate notice to those who are determined to be not eligible
5. Identify a network of participating pharmacies for program services, and establish and work with such network of participating pharmacies
6. Provide mail order pharmacy services for cardholders
7. Promote the use of the discount card program
8. Provide prompt and responsive assistance to eligible persons and pharmacy assistance for resolution of complaints and other inquiries

9. Establish a working database of eligible persons
10. Provide monthly management and annual reporting
11. Provide an account manager with authority to oversee daily project management aspects of the program and coordinate with the Department of Elderly Affairs

The contractor must provide the following reports monthly and summarized annual reports to the Department of Elderly Affairs in conjunction with the State of Rhode Island's fiscal year. The contractor must provide these reports within 5 business days of month and year end. The contractor must have the ability to produce ad hoc reports at the request of the Department of Elderly Affairs:

1. Number of enrollees
2. Number of utilizers
3. Total cost savings to all eligible persons generated by the program
 - a. Total cost savings to utilizers
4. Average cost savings to an eligible person per prescription
 - a. Average cost savings to utilizers
5. For each participating pharmacy (pharmacy chains must report information by store location and summarized at the pharmacy chain level)
 - a. Number of prescriptions filled for program participants
 - b. Number of prescriptions filled where U&C price was lower than DDPUI price
 - c. Number of prescriptions filled where DDPUI was lower than U&C
 - d. Average prescription price when U&C was lower than DDPUI price
 - e. Average prescription price when DDPUI was lower than U&C
6. The top twenty-five drugs prescribed
 - a. By prescription volume
 - b. By prescription cost
7. Number of participating pharmacies in Rhode Island; and a listing of non-participating pharmacies in Rhode Island
8. Enrollee demographics; age, employment status, city/town of residence, etc.
9. Customer service statistics; number of calls, abandonment rate, average speed of answer, number and percent of calls answered in 10 seconds, 20 seconds, 30 seconds, 40 seconds, 50 seconds and those over 60 seconds, etc.
10. Complaint resolution activities; number of formal complaints filed, number resolved, average time to resolve, brief description of complaint and resolution
11. Ad hoc reports as determined by the Department of Elderly Affairs

REQUIREMENTS:

The general service requirements provided by the contractor shall include, but not be limited to the following:

1. Obtain pharmaceutical manufacturer rebates or discounts on brand name and generic drugs, including mail order service, to cover the cost of implementing and operating this program and pass a portion of the savings of the rebates or discounts to eligible persons through the pharmacy network resulting in the greatest discount available. The State of Rhode Island will not share in any portion of the discounts or rebates nor will the State of Rhode Island participate in the cost of operating this program.
2. Provide access to prescription drugs in all therapeutic categories.
3. Provide discounts on ALL prescription medications.
4. Provide discounted prices for attached (Attachment B) product list.
5. Prescription drugs may be dispensed in quantities of up to ninety (90) days supply.

6. Provide point of service claims processing services, including but not limited to, concurrent drug utilization review, encouragement of generic drug use, administration of prior authorizations, editing to support formulary product selection, if formulary is utilized and accomplish the greatest possible discount for eligible persons.
7. Enroll all eligible persons who wish to participate for an nonrefundable fee of no more than \$30 per person per year. All funds realized by the contractor through these fees are to be applied to the cost of enrollment and implementation.
8. Develop and maintain at minimal an adequate statewide pharmacy provider network to provide prescription drug services to those enrolled in the prescription discount card program.
9. Provide customer service to eligible persons, including enrollment assistance, a toll-free telephone help line, complaint resolution process, and education about the discount card program.
10. Provide management reports of internal monitoring, program costs, utilization, savings and customer service.
11. Charge no administrative or other fees to the Departments of Human Services, Elderly Affairs or any other State agency. Charge no additional fees beyond the annual nonrefundable fee of no more than \$30 per eligible person.

TASKS:

Formulary and/or Preferred Drug List

1. Provide access to prescription drugs in all therapeutic categories. The successful contractor has the option to implement a formulary or preferred drug list including a prior authorization program.
2. The successful contractor will implement a discount reflecting, at minimal, the following net price for all prescription drugs:

The lower of usual & customary or:

 - a. Retail Brand: AWP – 13%+\$2.50 dispensing fee
 - b. Retail Generic: HCFA MAC or AWP – 40%+\$2.50 dispensing fee
 - c. Mail Brand: AWP – 17%+\$1.00 dispensing fee
 - d. Mail Generic: HCFA MAC or AWP -50%+\$1.00 dispensing fee
3. The successful contractor will have in place procedures for enforcing and monitoring the prescription pricing for the discount card program.
4. Therapeutic interchanges of prescription drugs initiated by the contractor may not result in dispensing a higher priced drug, irrespective of negotiated rebates.

Discounts and Rebates

1. The successful contractor will have in place a system to track any manufacturer rebates/discounts secured from brand and/or generic drug manufacturers to determine if they reach estimated levels.

Pharmacy Network

1. The successful contractor will develop and maintain a pharmacy provider network sufficient to ensure access to program services to all enrolled uninsured eligible persons.
2. All changes in the pharmacy network reasonably expected to affect the ability to meet program requirements must be reported to the Department of Elderly Affairs thirty (30) thirty days prior to the change.
3. At a minimum, the electronic point of sale claim adjudication system will verify eligibility and perform prospective drug utilization review, drug allergy, therapeutic duplication, contraindications, gender and age specific edits and high or low dosage edits.
4. The mail order option in the program is entirely optional for the eligible persons. There can be no requirements mandated by the contractor to use mail order. While general information may be provided to eligible persons regarding additional savings available in the mail order option, no targeted solicitation or focused information may be directed to any eligible person or group of eligible persons concerning perceived benefits of mail order specific to those participants' prescription drug utilization, unless requested by eligible person.
5. Mail order pharmacy services may be offered in addition to the pharmacy provider network but may not be the sole network nor be used to estimate average discounts. Drug discounts offered through the mail order service must be greater than discounts offered through the retail pharmacy network.
6. Eligible persons who chose a mail order service must have convenient access to qualified pharmacists for toll-free telephonic clinical consultation during regular business hours.

Customer Service

1. The successful contractor shall establish and maintain a toll-free customer service call center that is open during usual business hours and provides customer service in compliance with industry standards.
2. The successful contractor shall establish and maintain a customer complaint and resolution system to track and address, in a timely manner, eligible persons complaints about any aspect of the program.

Information and Outreach

1. The successful contractor shall develop and implement an information and outreach program, to include communication materials, key messages and other materials, which will allow eligible persons to make an informed decision about enrollment in the program. Describe any pharmacy services, in addition to the discount card program requirements, that will be offered without a fee. The information and outreach program shall be performed pre-implementation and then continue on a regularly scheduled basis.
2. All information, to include materials, advertisements, etc. shall have prior written approval by the Department of Elderly Affairs.

DELIVERABLES:

Program Reporting and Monitoring

1. The successful contractor will have in place an internal performance monitoring program for verification of discounts/rebates, enrollment operations, customer service, complaint resolution, pharmacy service, pharmacy network, and mail order operations (if applicable).

2. The successful contractor shall agree to disclose all rebate revenue sources related to drugs provided in this program. The Department of Elderly Affairs reserves the sole right to designate the entity responsible to conduct an audit of all records and activities related to this prescription drug discount program.

Card Design and Production

1. The successful contractor shall design and, upon written approval by the Department of Elderly Affairs, print and distribute program cards within five (5) business days of receipt of eligibility, as necessary.

Business Continuity Plan

1. The successful contractor shall develop a plan to deal with unexpected events that may affect its ability to perform these services. This plan shall at a minimum, include planning and training for:
 - a. Closure/loss of pharmacy
 - b. Electronic/telephonic failure at the contractor's main place of business
 - c. Complete loss of use of the main place of business
 - d. Loss of primary computer system/records
2. The plan shall be updated annually. All key staff shall be trained and familiar with the plan.

Implementation Plan

1. The contractor shall prepare an implementation plan that includes beginning to accept applications by March 15, 2005. The implementation plan should be sufficiently detailed to enable the Departments of Human Services and Elderly Affairs to be satisfied that the work is to be performed in a logical sequence, in a timely manner and with efficient use of resources.
2. A preliminary implementation plan and schedule will be submitted with the proposal. The contractor shall submit for the State's approval, a final work plan within five (5) business days of contract execution.

CONTRACTOR RESPONSIBILITIES:

Administrative and Other Fees

1. No state appropriated funds shall be used for the development, implementation and administration of this program.
2. No administrative or other fees are to be charged to the Department of Elderly Affairs .

Account Management

1. The contractor shall designate and maintain at all times, an Account Manager. The Account Manager will be the main contact between the Departments of Human Service and Elderly Affairs and the contractor and will be responsible for the day-to-day activities of the program. If the Account Manager is to be removed or replaced the contractor shall provide written notification to the Department of Elderly Affairs of the change.

Contract Terms and Restrictions

1. The initial term of this contract shall be for three (3) initial years with two (2) one-year options to extend, not to exceed a total contracting period of five (5) years. All contract extensions shall be through contract amendments and shall remain the same as the original contract.

Non-Exclusive Contract

1. Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the State of Rhode Island. The State of Rhode Island reserves the right to obtain like goods or services from another source when necessary.

No Guaranteed Quantities

1. The Departments of Elderly Affairs and Human Services do not guarantee the contractor any minimum or maximum quantity of services or goods to be provided under this contract.

Confidentiality

1. The contractor shall establish and maintain procedures and controls acceptable to the Department of Elderly Affairs to protect the privacy of the eligible persons' information. The contractor shall not sell or permit the use of any information concerning a eligible person enrolled in the discount card program, other than aggregate information that does not identify the eligible person, without the eligible person's written consent. Unless the contractor has the eligible person's written consent, the contractor shall not use any personally identifiable information obtained through this program to promote or sell a program, service, or product not related to the administration of this program.

Health Insurance Portability and Accountability

1. The contractor shall comply with all rules and regulations relating to HIPAA.

Organization and Staff

1. This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

SECTION 4 - PROPOSAL SUBMISSION

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted **on the date & time listed on page one of this solicitation.**

Interested offeror's may submit proposals to provide the services covered by this Request on or before **/on the date & time listed on page one of this solicitation.**

Proposals must include the following:

1. A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State,
2. A Cost Proposal reflecting the proposed cost to accomplish the work plan described herein, including;
 - a. application and enrollment (not to exceed \$30 per year)

- b. administrative cost
- c. estimate on savings and
- d. at minimal, the following net price to the persons eligible;

The lower of usual & customary or:

- Retail Brand: AWP – 13%+\$2.50 dispensing fee
- Retail Generic: HCFA MAC or AWP – 40%+\$2.50 dispensing fee
- Mail Brand: AWP – 17%+\$1.00 dispensing fee
- Mail Generic: HCFA MAC or AWP -50%+\$1.00 dispensing fee

- 3. And the discounted prices of the attached listing (Attachment A) as a sample of the discounts that will be available for ALL prescription drugs.
- 4. A *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
- 5. Additionally, one copy of the offeror's complete response to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats

The Technical Proposal must contain the following sections:

1. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

2. Program Design

The Program Design section must fully describe how the offeror intends to design and implement this program including an implementation date on or before March 15, 2005. The general areas of discussion must, but not be limited to the following:

- Provide how it proposes to fulfill program needs and objectives.
- Provide how it proposes to fulfill program needs and objectives for the application, eligibility determination and card issuance.
- Provide how it proposes to fulfill program needs and objectives for the pharmacy participation.
- Provide how it proposes to fulfill program needs and objectives for claims adjudication, including rebates.
- Provide how it proposes to fulfill program needs and objectives for the mail order.
- Provide how it proposes to fulfill program needs and objectives for pharmacy and participant services, including call centers.
- Demonstrate experience of at least two (2) years in adjudication and processing of pharmacy point-of-sale claims.
- Demonstrate experience of at least two (2) years in accepting applications, determining eligibility and tracking individual enrollment.

- Demonstrate experience of at least two (2) years in maintaining a large pharmacy network and establishing provider relations.
- Demonstrate experience of at least two (2) years in administering home delivery through the mail order services.
- Demonstrate financial stability and business integrity as established by an annual report.
- Provide at least two (2) examples (with names and contact information) of similar programs for which vendor was responsible in the last five (5) years, at least one (1) of which is still operating.
- Provide at least two (2) examples (one which is still operating) of programs for which contractor administered mail order prescription services.
- Identify key staff, including account manager, by name and position, and provide documents that indicate appropriate experience and expertise for the roles within the project.
- Provide proposed project timeline.
- Provide overall project plan that includes each work component.
- Description of strategies for initial outreach efforts to maximize program participation.
- Explanation of how contractor will administer an efficient application process and how the process would be readily accessible and uncomplicated for potential eligible persons.
- Explanation on how contractor will develop and implement an eligibility determination process and inform eligible persons.
- Explanation of how contractor will produce, distribute and manage cards at initial application and after reports of change of information or re-application.
- Discussion of strategies to recruit pharmacies to provide statewide coverage, particularly for rural and low participation areas within the State of Rhode Island.
- Description of how contractor will reconcile claims and rebates for the integrity of the program.
- Description of process for accepting claims from pharmacies at point-of-service, determination of participant and pharmacy enrollment and information required for claims submission.
- Description of ability to accept and adjudicate online, point-of-service claims via the majority of switching companies.
- Demonstration of understanding of the overall calculations to be used in determining the ultimate price an eligible person would pay for a drug at point-of-service and how it would be required to communicate this information to the pharmacies.
- Description of process to communicate mail order prices to eligible persons, methods for acceptable payments, fulfillment of mail order prescriptions within 5 business days of receipt and delivery to eligible persons.

- Mail order contingency plan.
- Description of all quality control processes to ensure prescription accuracy, operational efficiency, drug integrity, receipt of orders and handling of replacement drugs at mail order.
- Plan for accurate, efficient, and thorough management of mail order option, including an outline of methods that will be used to ensure correctly discounted mail order pricing.
- Description of design and administration of website.
- Description of call center, internet, fax and other services to manage eligible persons, pharmacy and general program inquiries, including hours of operation.
- Description of procedures for handling and tracking eligible persons complaints, including escalation procedures for complaints.
- Describe the call center unit; organization, staffing and services.
- Describe how the call center unit will be staffed, the hours of operation, and what happens to after hour calls
- Provide the staffing turnover rate in the past two (2) years, the average speed of answer, call abandonment rate and percentage of calls resolved without requiring a call back.
- Description of security system to maintain the confidentiality of information.
- Description of the processes and format of the required monthly, yearly and ad hoc reports.
- Provide sample reports of similar current reports and description of process to be used to assure that all program information will be available

3. Describe the Work plan proposed to implement the program:

The work plan shall detail how the scope of work described herein will be accomplished. This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

4. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

5. Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects.
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror's status as a Minority Business Enterprise (MBE) certified by the Rhode Island Department of Economic Development, and or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements.

Responses **(an original plus five (5) copies)** should be mailed or hand-delivered in a sealed envelope marked “**RFP # B04727 – Prescription Drug Discount Program** “ to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria:

Capability, Capacity, and Qualifications of the Offeror	20 points
Quality of the Work plan	20 points
Suitability of Approach/Methodology	20 points
Net Cost to Consumer	40 points

A Minimum Score of 30 points must be achieved for the first three scoring elements in order to be scored for “Net Cost to Consumer. Proposals not receiving this minimal score will be rejected, and not considered further. Minimal Score of 85 (overall) points must be achieved in order to be recommended for award.

Notwithstanding the foregoing, the State reserves the right to award on the basis of net cost to consumer alone. The State may accept, or reject, any or all options, bids, and proposals. The State reserves the right to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architects/Engineers/Consultants Selection Committee, which may recommend up to three finalists to the Director Administration, who will make the final selection for this requirement.